



Coalition Organizations:

California Music Educators Association (CMEA) • National Association for Music Education (NAfME)
• California American String Teachers Association (Cal ASTA) • California Alliance for Jazz (CAJ) •
California Band Directors Association (CBDA) • California Choral Directors Association (CCDA) •
California Orchestra Directors Association (CODA) • Music Association of California Community
Colleges (MACCC) • Northern California Band Association (NCBA) • Northern California Band and
Choral Directors Association (NCBCDA) • Southern California School Band and Orchestra
Association (SCSBOA) • Southern California Vocal Association (SCVA)

STAND UP 4 ARTS EDUCATION ADVOCACY DAY MARCH 22, 2022

Persons participating in the StandUp4Arts Education Advocacy Day, will have to schedule their own **virtual** meetings with their elected state officials for March 22, 2022.

Your first step is to call the Capitol Office of your senator and assembly member and request to speak to the scheduler to determine what is required in order to **virtually** meet with him/her; a letter, email or just a phone call. **Suggest specific times for meeting with them on March 22, 2022.** A “How to Identify Your Legislator” document is available for those who need to identify their Senator or Assemblymember.

If the legislator is not available on March 22, 2022, then request a virtual meeting with the Legislative Director or staff person who is assigned the education policy area. Be prepared to provide your address to confirm that you are indeed a constituent.

For many, this will be the first time doing this. To assist you in this task, on the following pages you will find a **sample phone call script, email and letter** requesting a meeting.



california dance
education association
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SAMPLE PHONE CALL SCRIPT

Call the Capitol Office and request to speak to the scheduler. State your meeting request. If you know of others from your neighborhood/community who are participating on this day and who may wish to participate on this virtual meeting with you, provide their names as well.

You: Good morning/Good afternoon.

My name is _____ and I am a constituent of Senator _____ and/or Assembly Member _____.

I am calling to request a 15-20-minute **virtual** meeting on March 22, 2022 to introduce myself and to discuss the music education priorities of the California Music Educators Association (CMEA) and StandUp4ArtsEducation Advocacy Day.

I would like to virtually meet at this time (give time(s) that are convenient for you).

(Optional) Also participating in the meeting will be _____, who are also his/her constituents.

I look forward to meeting with him/her, albeit virtually, and for the opportunity to inform him/her of our music/visual and performing arts education priorities, as well as other education issues, that are of importance to his constituents and should be for him as well.

My phone number should you have further questions regarding this request is _____.

Thank you

SAMPLE LETTER REQUESTING MEETING

Before you write and mail the letter, do the following:

- Address the letter to the Capitol Office of the state elected official.
- Check their website for their current Capitol office because all of the legislators have moved from the State Capitol to a State Building-1021 O Street, Sacramento CA.
- Senate website is: <https://www.senate.ca.gov/>.
- Assembly website is: <https://www.assembly.ca.gov/>.
- Call the Capitol office to identify the name of the scheduler because a “cc” (copy) of the letter should be sent to them, as well, and at the same address.
- Follow-up with a phone call to the scheduler if you do not hear from them within 2 weeks with a reply to your request.

Sample Letter:

Date

Honorable Senator or Assembly Member

California State Senate or Assembly

Capitol Office, 1021 O Street, Suite _____

Sacramento CA 94249

Dear Senator/Assembly Member _____,

As your constituent, I am writing to request an opportunity to virtually meet with you, on March 22, 2022 at (time) to discuss the education priorities of StandUp4Arts Education and the California Music Education Association (CMEA).

The StandUp4ArtsEducation and CMEA are sponsoring an Advocacy Day on March 22, 2022 in which parents, educators and music industry representatives will be meeting with legislators to discuss the importance of providing a robust standards-based music and arts education for our children. (State here whether your child is participating in music education in their school.)

I look forward to meeting and speaking with you more at length about our priorities. Please contact me at (phone number) to confirm our meeting. Thank you for your consideration.

Sincerely,

Name

Contact Information

SAMPLE EMAIL REQUESTING MEETING

Before you send an email do the following:

- Call the legislator's office and request the name of the scheduler and their email address.
- Make sure to check your emails on a regular basis for a reply to your email.
- In the "Subject" type in "Virtual Meeting Request for March 22, 2022"

Sample email:

My name is _____ and I am a parent/music educator and constituent of Senator _____ or Assembly Member _____. I will be participating in the CMEA and StandUp4Arts Education Advocacy Day on March 22, 2022 along with 300 parents, students and educators from the standards-based arts disciplines; music, performing arts, dance and fine arts.

I am requesting a 15-20-minute meeting with the Senator or Assembly Member on March 22, 2022 to introduce myself and to share our standards-based music/arts education priorities.

I would like to virtually meet with him/her at this time (give time(s) that are convenient for you.) If there are additional questions, I can be contacted at (provide a phone number) in addition to contacting me electronically. I look forward to personally meeting him/her.

Thank you.

No Reply to the Email Request:

If you do not receive a reply to your email meeting request, send a follow-up email:

- Ask the recipient whether they received your first meeting request.
- Reinforce the importance of the meeting.
- If the legislator is unable to meet on March 22, 2022 state you are willing to meet with the Legislative Director or staff assigned to the education policy area.

If Meeting Request is Accepted:

- Thank the scheduler for arranging this and thank the elected official for accepting the meeting.
- Send a confirmation email to others attending the meeting with you.
- Prepare for the meeting and make proper arrangements.

If Meeting is Rejected:

- Determine reasons for rejection.
- If the time is not good, offer another. Please remember however your time constraints; the time you will be leaving Sacramento.